

## How to change your display name

From the Outlook Web App at mail.iup.edu.

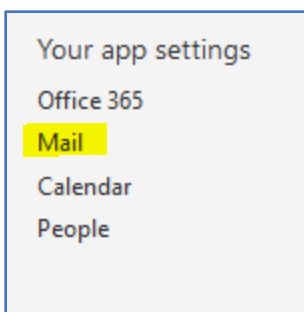
1. Click **Mail**.



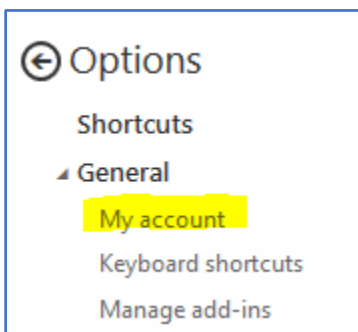
2. Click **Settings**.



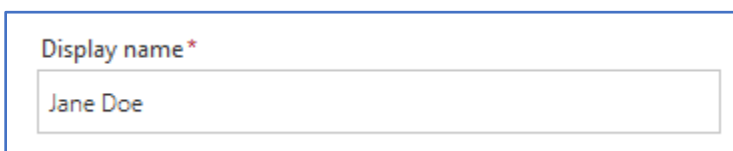
3. Under **Your app settings**, choose **Mail**.



4. From the **Options** menu, choose **General** then **My Account**.



5. Update the **Display Name** field as desired.

A white rectangular form with a blue border. It has a label "Display name\*" above a text input field. The input field contains the text "Jane Doe".

6. Click **Save**.